



Town of Buckeye Human Resources Department JOB POSTING

047-06 RECREATION SPECIALIST

NUMBER OF VACANCIES: Multiple
DEPARTMENT: Community Services
PAY GRADE: 23 Non-Exempt
DAYS WORKED: Monday – Friday
TYPE OF POSITION: Seasonal

POSTING DATE: August 18, 2006 (Revised)
WORK LOCATION: 1003 E. Eason Ave.
SALARY: \$10.00 per hour
HOURS WORKED: Varies, from 6:00 am – 6:30 pm

Applications will be accepted for these positions continuously.

☐ Internal Only

☒ Internal / External

Application Process

All interested persons must submit a completed and signed Town of Buckeye job application to the Town of Buckeye Human Resources Department no later than 5:00 p.m. on the closing date at:

508 E. Monroe Avenue
Buckeye, AZ 85326
Telephone: (623) 349-6250
Fax: (623) 349-6270
TDD: (623) 349-6400

The Town job application can be completed online at our Town website www.buckeyeaz.gov by clicking on the “Job Opportunities” menu or obtain an application from Human Resources Department. We are an equal opportunity employer.

GENERAL PURPOSE: Under close supervision, assists participants in the activities of a Town recreation program.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Assists participants in the activities in programs and recreation facilities; plans events and activities, as directed by Recreation Coordinator.
- Coordinates and organizes activities and special events for a Town recreation program; programs include special adult and child programs and facilities, recreation facilities, special events, youth activities and sports programs.
- Supervises program and facility guests, and enforces rules.
- Sets up and takes down equipment for activities and events; supervises and coaches participants as directed.
- Maintains equipment and facilities in clean and safe condition.
- Maintains event calendars.

(Job posting continues on back and/or next page.)

- Communicates with the general public and others in order to coordinate program activities, special events and utilization of facilities.
- Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

Six (6) months of parks, recreation or other related experience.

Necessary Knowledge, Skills and Abilities:

- Knowledge of Town policies and procedures.
- Knowledge of policies, rules and regulations governing the conduct and safety of persons using municipal recreational facilities, programs and equipment.
- Knowledge of equipment used in recreational and sports programs.
- Knowledge of proper materials and procedures used for cleaning.
- Skill in interacting with people of diverse backgrounds.
- Skill in establishing and maintaining cooperative working relationships with people.
- Skill in following and effectively communicating verbal and written instructions.

Special Requirements: First Aid and CPR certifications

Physical Demands / Work Environment: Work is performed outdoors and in recreation facilities.

Reports To: Recreation Coordinator

Supervision Exercised: None

FLSA Status: Non-exempt